

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
POSITION VACANCY ANNOUNCEMENT  
CHILD AND FAMILY SERVICES AGENCY  
HUMAN RESOURCES ADMINISTRATION**

<b>ANNOUNCEMENT NO:</b>	<b>CFSA-09-P018</b>	<b>POSITION:</b>	<b>SOCIAL WORKER PROGRAM MANAGER, MS-185-14</b>
<b>OPENING DATE:</b>	<b>11/14/08</b>	<b>CLOSING DATE:</b>	<b>12/01/08</b>
<b>IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:</b>	_____	<b>SALARY RANGE:</b>	<b>\$88,545-\$123,963</b>
<b>WORK SITE:</b>	<b>WASHINGTON, D.C.</b>	<b>TOUR OF DUTY:</b>	<b>8:15 A.M. TO 4:45 P.M. Monday – Friday</b>
<b>PROMOTION POTENTIAL:</b>	<b>NONE</b>	<b>AREA OF CONSIDERATION:</b>	<b>Unlimited</b>
		<b>NO. OF VACANCIES:</b>	<b>1</b>
<b>AGENCY:</b>	<b>CHILD AND FAMILY SERVICES AGENCY (CFSA), OPDDPO, OYD</b>		
<b>DURATION OF APPOINTMENT:</b>	<b>MANAGEMENT SUPERVISORY SERVICE (AT WILL)</b>		

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**"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.**

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**RESIDENCY PREFERENCE AMENDMENT ACT:** An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

**BRIEF DESCRIPTION OF DUTIES:**

Serves as a Social Work Program Manager in the Child and Family Services Agency, Office of the Principal Deputy Director, Office of Youth Development, responsible for managing the delivery of direct professional social work services to children and families of the District of Columbia, including areas of abuse and neglect. Directs core-line planning and management functions. Coordinates program operations through subordinate supervisors and social workers to ensure quality services related to the health, safety, well being and permanence for the Child and Family Services Agency. Plans and directs work through Supervisory Social Workers and monitors service delivery for staff compliance with statutory guidelines and regulations and Agency policies and procedures, to effect remediation of child abuse and neglect.

**QUALIFICATION REQUIREMENTS:**

One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

**SELECTIVE PLACEMENT FACTORS:**

- Requires a Masters of Social Work
- Requires a DC Independent Clinical Social Worker License
- Requires thorough knowledge of psychiatric, psychological and medical evaluation and treatment modalities for children/families.

AN EQUAL OPPORTUNITY EMPLOYER  
D.C. Standard Form 1226 (Revised 9/93)

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Ability to manage a staff of supervisory licensed independent clinical social workers responsible for the management of day-to-day operations addressing the social, emotional and all other needs of adolescents and other youth;
2. Thorough knowledge of Federal and District laws, and regulations that govern and affect child welfare services and programs, including foster care, adoptions, protective services, and kinship care;
3. Ability to disseminate, interpret, train, and guide staff in agency policies and procedures; and
4. Skill in the use of strategies for achieving organizational change.

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**OTHER SIGNIFICANT FACTORS:** Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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**TO  
APPLY:**

**MAIL TO:** Child and Family Services Agency  
Human Resources Administration  
400 6<sup>th</sup> Street, SW  
Washington, DC 20024

**WALK-INS:** 955 L'Enfant Plaza, 5<sup>th</sup> Floor  
Washington, D.C. 20024

**FAX TO:** (202) 727-5750  
**EMAIL TO:** [cfsa.jobs@dc.gov](mailto:cfsa.jobs@dc.gov)

**WEB SITE:** [www.cfsa.dc.gov](http://www.cfsa.dc.gov)  
**TELEPHONE:** (202) 724-7373

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES ADMINISTRATION

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